



Universal Service Administrative Company
Schools & Libraries Division

April 3, 2006

TO: Susan Massolo
PHONE: 831-755-0322
FAX: 831-784-4146
E-MAIL: smassolo@monterey.k12.ca.us
RE: FY 2006 (FY9) Consortium Review – Monterey Co Office of Education; 144091
RESPONSE DUE: April 10, 2006

It is important that we receive all of the information requested within **seven (7)** calendar days from the date of this document so that USAC may complete the review of your funding request(s). USAC encourages you to provide full and complete responses. A non-response to any of the specific requests made here will be taken to mean that you had no information to provide on the question. A partial answer, such as submitting some LOAs but not others, will be viewed as being all of the information that you have. When your response is received, USAC will complete the review based on the information on hand. USAC urges you to carefully review your response before returning it to ensure that you have provided complete responses to all questions. Finally, note that USAC is unable to grant multiple or lengthy extensions to respond to this request for information or seek information not previously provided.

Dear Consortium Leader Name,

This is to confirm our conversation and request for documentation for Monterey Co Office of Education; BEN #144091 on 04/03/06. As discussed, we are looking for documentation to show that all of the members of your consortium were aware of the filing of applications on their behalf. You can document this knowingness in several ways:

1. Submit documentation of knowingness such as Letters of Agency (LOAs) for all entities listed in Block(s) 4 of your Form 471 applications. Other vehicles to establish this authorization could be a project agreement, a contract, a letter agreement, or other similar document.
2. For multi-year LOAs that have been previously submitted to USAC for review, provide us with information to locate those in our files as well as any updated information; or
3. For consortia that are created by statute or regulation with mandatory participation, provide a copy of the applicable statute or regulation along with an explanation.

Specific instructions:

1. Applicants submitting new Letters of Agency

Please provide documentation/Letters of Agency (LOAs) for all entities listed in Block(s) 4 on your Form 471 certified application(s): 111111, 222222 & 333333. If you have filed additional applications, and they are **not** listed here, please provide the application numbers and any additional documentation/LOAs associated with these applications.

These documents/Letters of Agency should describe that the entity is: 1) a member of the Consortium and, 2) has authorized participation in the filing of the 471 application(s). The document (LOA) **must** contain the following information:

- Name and Consortium Leader
- Name of Consortium Member and Dated Signature
- Timeframe the Consortium will be in effect (must cover current fund year)
- Type of service(s) consortium is authorized to apply for.

In addition, if your documentation/LOAs do not match the Block 4 Entities **exactly**, please provide a cross reference to explain/eliminate any discrepancies. For Example:

- Schools A & B are listed on Block 4 and are related to School District Z for which for you are submitting an LOA.
- Block 4 lists the Main Street Library and your LOA is for the George Washington Library.

2. Multi-year Letters of Agency guidelines

If you have multi-year LOAs that have been submitted in a previous Funding Year, you do not have to resubmit them. In lieu of sending us the actual LOAs please provide the following:

- Please tell us for which Funding Year you provided them.
- Please provide a list of those entities, whose LOA(s) was/were previously submitted, that have dropped out of the consortium. The list must contain the Entity Name and Number.
- Please provide us with any new LOAs that were not previously submitted and whose entities are now a member of your consortium

3. Consortia created by statute or regulation, with mandatory participation

If your consortium does not require Documentation/LOAs as a result of laws governing the **mandatory** participation of all schools and/or libraries in your consortium:

Please provide a copy of the state statute or regulation in regards to the mandatory participation of the consortium member entities.

- Please provide a statement of interpretation of the statute or regulation

4. Consultants or Other Representatives

4/3/2008 2:30 PM EST To: Susan Massimo @ 1-851-784-4148 3011X Fax Page: 3-007

Consultants or others, who are not employees of the Billed Entity, must also submit a Letter of Agency from the applicant affirming that they are authorized to represent the applicant. For more information, please refer to "Letters of Agency" on the SLD section of the USAC web site <http://www.universalservice.org/sl/tools/reference/letters-of-agency.aspx>.

Please fax or email all documentation to my attention within 7 calendar days.

If you have any questions, please call me at 973-581-5110

Thank you,

Christopher Jarrett
Schools and Libraries Division – Consortium Review
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FAX: 973-599-6506
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